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MINUTES OF STAFF MEETING  
ADMINISTRATIVE STAFF CHIEFS

10 June 1954

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1. Colonel White mentioned the appearance before members of the Senate Appropriations Committee of Mr. Dulles, Mr. Saunders, and himself, in connection with the CIA budget pending before Congress. He said that the discussions were rather brief, and that there appeared to be no disposition to appropriate less than the amount proposed to the Committee.

25X1A9a 2. The Management Staff, in conjunction with the Inspection and Review Staff, DD/P, is currently conducting a survey of manpower utilization in the DD/P area. The scope of the survey includes review of administrative practices to uncover burdens or unnecessarily complicated procedures. Colonel White requested that the DD/A offices lend whatever assistance they could to the survey personnel. Additionally, he said that the Management Staff, jointly with the Office of Personnel, would conduct a management-classification survey of the entire DD/A organization. Such a survey is now under way in the Logistics Office and is being initiated in the Security Office. The next office to be surveyed will be the Office of the Comptroller. Through these surveys Colonel White said he expected that there would be developed objective data on the manpower requirements of the individual offices. Mr. [REDACTED] said that he had detailed Mr. [REDACTED] to work on a full-time basis with the I&R Staff, in connection with the current DD/P survey.

3. Colonel White referred to Notice No. [REDACTED] concerning the July issue of the Agency telephone directory. He said that the office heads of the DD/A organization were responsible for seeing to it that the Logistics Office was notified of changes affecting their organizations which were to be reflected in the revised directory. It is not necessary to route such changes through the Office of the DD/A. Likewise, office heads are responsible for informing the Logistics Office concerning the number of copies of the directory required.

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4. The Office of Training has recently notified Agency components that it is receiving the names of personnel for whom authorization will be obtained to attend individual lectures at the Strategic Intelligence School and the Industrial College of the Armed Forces. Colonel White stated that he had no desire to discourage such attendance on the part of any people who had legitimate reasons for going to lectures given at Defense Department schools. On the other hand, such participation consumes so much time that it is important to make sure that the particular presentations to be attended can be expected to contribute knowledge which will result in better employee performance. He asked DD/A office heads to control attendance consistent with this principle.

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5. Colonel White said that inquiries made concerning the intent of the recent Agency Notice concerning "on-call" officials prompted him to offer some clarification. This Notice, No. [REDACTED] "CIA WATCH - Critical Information," applies to key administrative officials, as well as to operational and intelligence officials. The application of Regulation No. [REDACTED] dated 20 July 1953, as well as Notice No. [REDACTED] require DD/A office heads (excepting the Chief of the Project Administrative Planning Staff, Chief of the Management Staff, and Auditor-in-Chief) or their deputies to be available in the Washington area in order that prompt action may be taken in the fulfillment of CIA's mission upon receipt of critical information. Each "on-call" official must inform the Watch Officer as to where he can be reached during off-duty hours, if such "on-call" official cannot be reached at his home. Thus, a DD/A office head has the obligation to ensure that either he or his deputy can be readily reached in the event it becomes necessary to do so. If neither the office head nor his deputy could be located through calls to their homes, the Watch Officer must be informed where one of them can be reached.

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6. Colonel White mentioned the Director's approval of an organizational change in the DD/P area, effective 9 June 1954. Under this reorganization the PM Staff is abolished. Paramilitary functions, as such, and those of the Air Maritime Division are transferred to the newly designated Psychological and Paramilitary Operations Staff. Planning functions are transferred to the Planning and Program Coordination Staff. Colonel White said that the Management Staff has been requested to prepare an Agency Notice on this subject.

7. Colonel White expressed appreciation for the assistance given by the personnel of various offices in preparing material for presentation by Mr. Dulles at the recent Senate Appropriations Committee meeting. With these materials the Agency representatives were confident that they could answer most of the questions which might be asked. The fact that few questions were asked does not alter the value of the cooperation received.

8. Colonel White reviewed plans for the Agency's participation in the National Civil Defense Exercise scheduled for 14-15 June 1954. These plans were substantially as discussed at and reported for the DD/A Staff Meeting of 20 May 1954.

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